

DRAFT

VIRGINIA FIRE SERVICES BOARD
December 2, 2005

A regular meeting of the Virginia Fire Services Board was held at the Lynchburg Fire & EMS Department in Lynchburg at 9:00am. Miss Lora Sharkey served as Chair.

BOARD MEMBERS PRESENT

Ed Altizer
Kenneth Brown
Gary Eads
Thomas Fuqua
Floyd Greene
J. Chris Kollman
Dennis Mitchell
Brian Mullins
Michael Reilly
Lora Sharkey – Chair

BOARD MEMBERS ABSENT

Robert Fahey
Carl Garrison
Richard Steinberg
Floyd Thomas
Susan Williams

AGENCY MEMBERS PRESENT

Don Hansen
Buddy Hyde – VDFP Liaison
Nausheen Khan
Christy King
Christine Lopilato

GUESTS PRESENT

Jerry Davis, Northern Neck
Lee Day III, Bedford Co.
Jack Jones, Bedford Co.
Gary Roakes, Amherst Co. Public Safety
Charlie Singleton, VSFA

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the October 2005 meeting. **Amendment:** Under 'Department of Forestry Fire Update' omit the word: 'dessert,' and insert the word: 'desert.'

With these changes to the minutes being made, the October 14, 2005 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business:

C. Compensation of Members in Mileage Reimbursement

New Business:

None

PUBLIC COMMENTS

Mr. Charlie Singleton spoke about the Fire Programs Fund's use of the term 'insurance fund.' The following changes were made at the Governor's office: "We took out the reference to the insurance fund...the commonwealth will encourage training." Also, Ms. Christine Lopilato was thanked for her diligent and superior work.

A representative of the Department of EMS identified himself as a resource for any EMS related issues.

Fire Chief Martin welcomed all to Lynchburg and explained his pride of the fire department and the city. He also offered his services to anyone who may need assistance with anything.

REPORT FROM THE EXECUTIVE DIRECTOR, VDFP

Enclosure 1. – Executive Order One Hundred and Two

Enclosure 2. – Virginia Fire and Emergency Services Proposition of VCCS Association Degree in Fire Science Technology

There were some Board concerns regarding Version I and Version II of the proposed VCCS Associate Degree in Fire Science Technology. The belief was that many courses of Version II do not qualify for accreditation and that Version I may be more useful for accreditation purposes.

NIMS EO and Training

NIMS EO #102 was signed by Governor Warner on Nov. 1, 2005. VDFP has trained over 3,000 students in NIMS over the past year. Over 10% of all NIMS IS 700 certificates issued nationwide are coming from Virginia. We are working on a MOU for VDFP & VDEM to work collectively on this.

National Pro-Board Accreditation on all of our heavy technical rescue classes to NFPA Standard 1006 which brings our total to 21 classes that are NBFSPQ accredited.

Pro-Board Registry has now been placed on over 19,497 certificates. Anything received since 2003 has been registered in the system.

ACE Accreditation – Reviewers just completed an ACE review at our Glen Allen headquarters. Our 20 certification classes received high marks in the accreditation visit with all of them receiving educational credits. Some of our classes received up to a possible 8 semester hours. The HTR classes received technical credits. VFMA received excellent remarks for investigator, inspector, and law enforcement classes.

Regional Schools are running high numbers of students this year and funded training classes have gone from 320 in 2004 to over 600 in total schools for 2005. So far this year we have 454 funded classes at the mid-point in the fiscal year.

NFPA 1403 Compliance program to roll out January 1, 2006. Letters will go out to fire chiefs and training officers.

Hurricane Support

5 to 6 VDFP staff were deployed to VEOC for EMAC assistance, LLO, and JIC duties during Hurricane Katrina and in preparation for Hurricane Ophelia. Our Division Chief Melvin Byrne was deployed to Mississippi for 14 days to assist the NoVA IMT 3 team. He recently shared those experiences on the ground in the Gulf region in a presentation at our stakeholder's summit.

Safer Grant Program

VDFP is still monitoring the SAFER program at the federal level and so far there has been one Virginia recipient for SAFER hiring (Arlington - \$800,000) and one recipient for the recruitment and retention portion of SAFER (Loudoun County - \$240,000). The state match is the 10% amount of the overall grant. The new DHS budget for FFY 06 is to fund SAFER at 110 million (a 70% increase), Last year's SAFER grant funding was \$65 million and our matching amount stands at \$250,000. Our staff is ready to receive the Virginia applications once the federal grants are awarded to Virginia departments. We are working with Arlington Fire Department now to complete their award.

VDFP Positions

Fire research analyst hired, division 4 chief selected and waiting on background check, equipment maintainer (P-14) hired (new, assists with trailers and logistics), division 1 assistant hired to fill vacancy curriculum developer application process closed and ready for interviews, procurement manager interviews complete and an offer is being made.

Fusion Center Involvement

SPS is working on the creation of a permanent position (MEL) to have for the approved position of 1 full-time *Fire/Rescue Intelligence Analyst* position to place in the Virginia Fusion Center at the new VEOC. This position will belong to VDFP and will be a part of the fusion center team, along with, VSP and VDEM analysts.

Virginia FESHE/Professional Development

The Virginia Fire and Emergency Services higher education/professional development initiative is progressing nicely. The August 26 meeting established a certificate/associate focus group and they will work on future curriculum revisions. On Sept. 14, program reps from 7 VCCS colleges assembled a peer group meeting at VDFP HQ to come up with standardized curricula that will align with the FESHE national model. On Oct. 7, 2005 this associate degree focus group met with the representatives of the fire service stakeholders groups in Virginia. The proposed curriculum is aligned with the FESHE model and the group discussed making a few revisions that would actually exceed the FESHE model, but there was much discussion on and we discussed. Next steps requested: meeting with each stakeholder group during October-December to discuss the proposed curriculum and reach a consensus on the model to send to the VCCS board. We are also starting a separate stakeholder group to address the high school fire programs, dual enrollment, etc. Our next meeting of the focus group is December 16, 2005 to vote on the final draft. Then we have to submit our work to VCCS by January 16, 2006.

After a final vote on the Associate program by the VCCS Council of Deans in February, we hope to roll out the standardized Virginia model at the VFCA Expo. We are hoping to have VCCS set up a booth at VFCA near VDFP to help promote these exciting changes for statewide delivery. This month, we are making contacts to start up another group of high school stakeholders that delivery firefighting classes. They would run parallel to the Associate group and occasionally meet together to ensure their efforts link effectively.

After the Associate program work is on the street, we plan to start up a Bachelors focus group to start working on marketing and transfer issues between them and the Associate focus group.

Industrial Brigade Meetings

The work on a revised industrial brigade curriculum is still in progress with Tom Berry, Division 1 Chief, and the VFCA industrial committee and Tom Berry. We are also studying the instructional delivery process for reimbursable schools for all brigades and we may want to set up a similar guideline for motor sports delivery to race tracks.

State HTR Teams

Establishing SOPs for the deployment of the 7 divisional heavy technical rescue teams. Our HTR classes have been accredited by NBFSPQ under NFPA 1006.

VAVRS Partnerships

We are meeting within a couple of weeks with VAVRS leadership to come to an agreement about testing procedures in all of the classes that we jointly deliver. The vehicle rescue partnership and MOU is working well. We have some issues to work out on EVOC and Haz-Mat Awareness and we hope to that in the upcoming meeting. We will look at having an updated MOU for each of these three classes that specifically defines the delivery and testing process. We are assisting OEMS and VAVRS in the standardizing all of our vehicle rescue training support trailers.

Highway Safety

Larry has been talking with VDOT on assembling a highway safety stakeholder's group meeting to discuss training of our first responders and others present at a highway incident. Other agencies that will be involved include VDOT, VDFP, VSP, OEMS, DCJS, VDEM, DMV, I-95 Coalition, and many others.

Adjunct Instructor Status

The application process has been closed for this adjunct hiring and we run that interview process tomorrow in Glen Allen. We are hiring 33 more adjuncts in this process. We plan to implement the pay increase for adjuncts in January, after revising the list from the in-service sessions which end this month.

Needs Assessment

2005 Needs Assessment Survey was launched on our website for updates and after one week has already received a 60% response so far. The survey will close on Dec. 12, 2005 and the report is scheduled to be released on January 13.

Strategic Plan Town Hall Meetings statewide

We have completed all 7 town hall meetings to discuss and gain additional feedback for the strategic plan. We will be compiling those results in January in conjunction with an on-line questionnaire.

Equity Conference planning meeting was on Nov. 16, 2005 at Henrico and equity stakeholders meeting on Dec. 9th at VDFP HQ. We are still being asked to be the main host of the conference, but our involvement has been to partner.

2005 Governor's Fire Service Awards

8 categories will be awarded at the VFCA Expo & Symposium in February 2006. We are hoping to get Governor-elect Tim Kaine to attend this year. The deadline for nominations has been extended to Dec. 31, 2005.

Volunteer/Combination Officer's Section Summit

Plans are in the works for the 2006 VCOS Summit in August. The past event in Charlottesville was attended by 80+ fire service and government officials. VCOS planning for next year has started. Partners will be Hanover & Albemarle, VDFP, VACO, VFCA. We hope to include OEMS and VML.

Public Education – The recent event at the Bristol Mall for public education and smoke detectors was a huge success. Continued efforts are being planned in 2006 for all of our public education/fire prevention programs like the Buddy System, Smoke Detector Grants, etc.

Fire Corps marketing effort is underway with new brochures made in the public affairs and education shop.

VDFP/SFMO/VFPA is partnering on fire prevention PSAs for winter and holiday safety. We filmed several PSAs last week with those partners.

Our VDFP transitional report has been submitted to SPS for review by Governor-elect Tim Kaine's transition team.

COMMENTS FROM THE CHAIR, VFSB

There was a reminder to the Board that with the coming of the General Assembly, not to lobby as representatives of the VFSB, rather as stakeholders, as it is not appropriate to lobby as members of a board.

The Lynchburg Fire & EMS Department was thanked for their hospitality in hosting the meetings and social gatherings.

It was also reported that the two new board members were unable to attend the board meetings due to scheduling conflicts.

The agency has formulated a resource guide including all the policies that the Board administers. This will be used at Board meetings as a quick reference guide during times of deliberation. The staff was thanked for their work.

REPORT FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Motorsports Emergency Response Training (MERT)

Motion: Approve Motorsports Emergency Response Training (MERT) program as presented by staff.

Discussion: It was mentioned that portions of the administrative manual presented may not be needed due to its excessive details. The staff

member and other board members disagreed and responded that the details are necessary due to different types of scenarios that are subject to occur. Discussion ensued regarding the Board's authority in setting guidelines and standards in regards to this program.

Amendment: Amend the motion by amending the administrative manual by deleting the following sections that are addressed in NFPA610: #1 Definitions; #2 Training levels; #3 Personal Protective Equipment; #4 Fire Crew Organization; #5 Communications; #6 Accountability; #7 Pit Road Fire Protection; #8 Fire Crew Vehicle Placement & Manning; and #9 Duties & Responsibilities. The Administration Manual to be amended further by adding course administration guidelines as approved by the Branch Chief of Operations.

Discussion: None

Vote: Amendment failed

Action: None

Vote: Motion failed

Action: None

2nd Motion: Approve MERT as amended presented by staff on 12/20/05.

Discussion: Agency staff replaced the administrative guide as an instructor resource guide so that recommendations can be made.

Vote: Motion carried

Action: MERT approved as amended presented by staff on 12/20/05.

3rd Motion: Endorse the MERT Course for submission to the Pro Board.

Discussion: None

Vote: Motion carried

Action: The MERT Course endorsed for submission to the Pro Board.

Topic: General Aviation Firefighting for Structural Firefighters Course

Motion: Accept the General Aviation for Firefighting for Structural Firefighters presented on Dec. 1, 2005 as an approved non-certification class.

Discussion: It was presented by Agency staff that the general aviation firefighting course for structural firefighters has been modified in several respects. The course has formed into a stand-alone class, with no prerequisites needed. Also, most students are volunteer, and not required to purchase the textbook. Another change is that the students now have a total of 16 hours (12 academic hours and 4 hours spent at the airport).

Vote: Motion carried

Action: General Aviation for Firefighting for Structural Firefighters presented on Dec. 1, 2005 approved non-certification class.

Topic: Northern Neck Burn Building

Motion: Appropriate up to \$330,000 for the construction of Burn Building for Northern Neck upon completion and submission of required paperwork.

Discussion: The history of the Northern Neck Planning District was briefly discussed, and the concerns from the past board meeting were discussed.

Vote: Motion carried

Action: Appropriate up to \$330,000 for the construction of Burn Building for Northern Neck upon completion and submission of required paperwork.

Topic: Bedford County Burn Building

Motion: Accept Bedford County grant request for new burn building.

Discussion: Presented by Chief Jack Jones. The report was commended by board members, as most concerns have now been answered. The Fire Education & Training and Administration, Policy and Finance Committees support this motion.

Vote: Motion carried

Action: Accept Bedford County grant request for new burn building.

REPORT FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

The Public Fire and Life Safety Education I CD will be studied and recommendations will probably be made at the February meeting.

Topic: Smoke Alarm Grant Program

Motion: Accept the VFSB/VDFP Smoke Alarm Installation and Residential Fire Safety Project Guidelines as presented.

Discussion: Discussion ensued regarding the question of whether or not smoke alarms can be installed in leased property in addition to owned property. It was the consensus of the Smoke Alarm committee that alarms should only be installed in owned homes due to legal implications. It was suggested to ask the Attorney General's office for advice on this issue. Agency staff explained the issues surrounding the installation of smoke alarms in leased properties and how property managers may attempt to take advantage of the grant program by circumventing their responsibility to install life saving devices in their leased properties. It was then suggested to later make an amendment to exclude large scale rental properties.

Another concern was brought up about carbon dioxide detectors which are also very important and as vitally necessary for homes, as are smoke and heat detectors.

Vote: Motion carried

Action: The VFSB/VDFP Smoke Alarm Installation and Residential Fire Safety Project Guidelines accepted as presented.

Topic: Code Committee

Motion: Add Danielle Gotthardt and Brian Mullins to the VFSB Code Committee.

Discussion: Discussion ensued regarding the need for members on the Code Committee. The current members are: Wally Rinaldi, Gary Huffman from Roanoke County, Steve Hall from Chesterfield County, Elaine Gall from the State Fire Marshals Office, Steve Sykes from Staunton, Curt Alvis, Billy Smith from VA Beach, Danielle Gotthardt from Loudoun county, and Brian Mullins. It was also mentioned that Ms. Elaine Gall will be assigned as a Co-Chair.

Vote: Motion carried

Action: Danielle Gotthardt and Brian Mullins are added to the VFSB Code Committee.

REPORT FROM THE COMMITTEE ON ADMINISTRATION, POLICY & FINANCE

Topic: Fire Marshal Academy Training Courses

Motion: In the future, all VA Fire Marshal Academy training programs related to NFPA 1031, NFPA 1033, NFPA 1035, law enforcement training, and other related courses shall be reviewed and approved by the Fire Prevention & Control Committee and then forwarded to the VFSB for final disposition.

Discussion: None

Vote: Motion carried

Action: All VA Fire Marshal Academy training programs related to NFPA 1031, NFPA 1033, NFPA 1035, law enforcement training, and other related courses shall be reviewed and approved by the Fire Prevention & Control Committee and then forwarded to the VFSB for final disposition.

Topic: Bedford County & Northern Neck Burn Building Spending Plan

Motion: Add to the FY2007 Burn Building Spending Plan the Bedford Burn Building funded up to \$430,000 and the Northern Neck Burn Building funded up to \$330,000.

Discussion: It was suggested to fund the localities' burn buildings in FY2007.

Vote: Motion carried

Action: Bedford Burn Building funded up to \$430,000 and the Northern Neck Burn Building funded up to \$330,000 added to the FY07 Burn Building Spending Plan.

The Board recessed at 10:18am
The Board reconvened at 10:30am

UNFINISHED BUSINESS

Topic: Report on Mid-Atlantic Fire Commissioners Conference by Floyd Greene

Enclosure 3. – Report on Mid-Atlantic Fire Commissioners Conference by Floyd Greene

Motion: None

Discussion: Report was commended by the Board.

Vote: None

Action: None

Topic: Meeting Dates & Locations for 2006

Motion: None

Discussion: Discussion ensued regarding various meeting times and locations. It was suggested to keep the Williamsburg area open for a 2007 meeting date due to Virginia's 400th year anniversary; however it would be important to secure the site in the next few months.

February 24th-25th: VA Beach, Committee meetings will begin at 9am Friday the 24th and The Full Board meeting will begin at 10:30am on Saturday the 25th

April 20th-21st: Chincoteague

June 2nd-3rd: Richmond

August (tentative): Hampton

October 19th-20th: South Hill

November 30th – December 1st: Henry County

Vote: None

Action: None

NEW BUSINESS

Topic: Compensation of Members in Mileage Reimbursement

Motion: None

Discussion: It was explained that the staff researched the history of the compensation issue and that only the specific legislation that created the Board is what stands. Therefore, legislation would need to be changed and it was mentioned that a bill may go forth this session.

In terms of traveling with the current mileage reimbursement, Secretary of Public Safety is looking into increasing the mileage rate of 32 ½ cents per mile to some other fair value.

Vote: None

Action: None

Topic: Endorsement of Current Executive Director for Reappointment

Motion: Send a letter from the Board to the Governor-elect to endorse our executive director, Buddy Hyde, to remain in place as our director.

Discussion: None

Vote: None

Action: A letter to endorse the reappointment of current executive director of Fire Programs will be submitted by the Board to the Governor-elect.

ADJOURNMENT

The Committee adjourned at 11:07am

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Aubrey "Buddy" Hyde, Jr., Executive Director,
VDFP

Date

Enclosures:

1. – Executive Order One Hundred and Two
2. – Virginia Fire and Emergency Services Proposition of VCCS Association Degree in Fire Science Technology
3. – Report on Mid-Atlantic Fire Commissioners Conference by Floyd Greene